

- 530.01 [Surplus Property Disposal Overview](#)
- 530.02 [Environmental Considerations](#)
- 530.03 [Non-Road Project Requirements](#)
- 530.04 [Exhibits](#)

**Key to Icons**

Reference document, such as a manual, book or published article.



Permit or application for a permit, approval or certification.



Web site.\*

### 530.01 Surplus Property Disposal Process Overview

This section reviews the environmental issues to be addressed when WSDOT is considering disposal of real property. Procedures are given in the *Right of Way Manual* (M 26-01), Chapter 11, Disposal of Surplus Property.

WSDOT may determine that a real property owned and under the jurisdiction of WSDOT is no longer required for transportation purposes. If it is in the public interest, WSDOT may dispose of the property by sale or exchange to entities listed in the *Right of Way Manual*, Chapter 11.

Regional offices periodically review the properties they manage and determine if any should be declared surplus. If such a determination is made, the Regional Office completes a disposal review, including consideration of the environmental issues listed below in [Section 530.02](#). If the review results in a recommendation to dis-

pose of the property, a disposal package is compiled and submitted to the OSC Real Estate Services Office. The package is routed to the Environmental Affairs Office (EAO) and other OSC Offices for approval and comments.

### 530.02 Environmental Considerations in Surplus Property Disposal

The Regional Office review of property considered for disposal includes completion of an Environmental Checklist ([Exhibit 530-1](#)). Property is not appropriate for disposal if:

- It is suitable for retention to restore, preserve, or improve the scenic beauty adjacent to the highway. See [Section 459](#) for background on scenic quality.
- It is suitable for inclusion in WSDOT's wetlands inventory. See [Section 437](#) for background on wetland requirements.
- It is needed for a park and ride lot, flyer stop, or similar facility to accommodate high occupancy vehicles
- Hazardous material is present on the site or any necessary cleanup has not been completed. See [Section 447](#) for background on hazardous waste requirements.

If any of these environmental uses for the property become evident during the regional office review, the OSC would not become involved. If these uses are not suitable and the region recommends disposal, the Environmental Checklist and other documents listed in the *Right of Way Manual*, Chapter 11, are submitted to OSC.

If the property to be disposed of is or was a pit site, the following additional documentation needs to be submitted to OSC:

- Pit Evaluation Report (DOT Form 350-023)
- Reclamation Plan

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\* Web sites and navigation referenced in this section are subject to change. For the most current links, please refer to the online version of the EPM, available through the EAO home page: <http://www.wsdot.wa.gov/eesc/environmental/>

- Hazardous Materials Assessment and Remediation Reports. Any suspected hazardous materials on WSDOT property should be reported to the Area Maintenance Superintendent (inside the operating right of way), Region Real Estate Services Manager (outside the operating right of way), and/or Capital Facilities Manager. Areas of responsibility may overlap, but these managers maintain close lines of communications and will make sure the EAO and Attorney General's office are consulted for assessment, remediation, and determination of liability. See [Section 447.05](#) for background technical guidance.

### **530.03 Non-Road Project Requirements**

Procedural requirements for property used by ferry, aviation, and rail facilities are the same as described above for highways.

### **530.04 Exhibits**

[Exhibit 530-1](#) – Environmental Checklist for Surplus Property Disposal

## ***Environmental Checklist Surplus Property Disposal***

I.C. Number	Project	Date
1. Type of Review <input type="checkbox"/> Field <input type="checkbox"/> Office	2. Past or Recent Land Use <input type="checkbox"/> Pasture/Crop <input type="checkbox"/> Pit/Stock Piles <input type="checkbox"/> Other <input type="checkbox"/> Residential/Business <input type="checkbox"/> Undeveloped Roadside Describe Use	
3. Describe existing vegetation at the site (including type and size of trees if known)		
4. Describe the topography of the site (flat, gently or steeply sloping, hummocky, etc.)		
5. Is surface water present on or near the property? <input type="checkbox"/> Yes <input type="checkbox"/> No What type (River, lake, pond, etc.)? How close?		
6. Is there wetland on or adjacent to this site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure Describe		
7. Does it appear that the site holds surface water at any time during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe		
8. Does the site have potential as a future wetland mitigation site? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe		
9. Is there evidence of potential hazardous materials (fuel tanks, dump sites, asphalt waste, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe		
10. Could this site be used for future stormwater treatment or storage needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Describe		
11. Could this site have potential for reducing or maintaining reduced traffic noise levels? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### **Recommendation and Review**

Do You Recommend Disposal?

☐ Yes    Explain \_\_\_\_\_

☐ No    Explain \_\_\_\_\_

☐ See Attached \_\_\_\_\_

Recommendation By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Specialty Review By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Specialty Review By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_